



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

May 19, 2003

INSPECTOR GENERAL INSTRUCTION 5018.1

Subject: Forms Management Program

References:

a. OSD Administrative Instruction No. 86, "Office of the Secretary of Defense (OSD) Forms Management Program," June 2, 1993

b. DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990

c. DoD 7750.7-M, "DoD Forms Management Program Procedures Manual," August 1991

A. Purpose. To establish policy, assign responsibilities; and prescribe procedures for the conduct of the OIG DoD Forms Management Program.

B. Cancellation. This Instruction supersedes IGDINST 5018.1, *Forms Management Program*, March 16, 1988.

C. Applicability. These policies, procedures, guidelines, and standards are mandatory and apply to all components of the Office of the Inspector General of the Department of Defense (OIG DoD).

D. Definitions. See Appendix A.

E. Acronyms/Abbreviations/Forms. See Appendix B.

F. Goals and Objectives. To ensure that responsible officials at all levels in the program:

1. Ensure that a form satisfies a valid need and is necessary for the efficient and economical operation of the OIG DoD.
2. Minimize the cost of using forms by developing forms that are easy to fill-in, read, transmit, process, and retrieve.
3. Increase the usefulness of information on forms through proper design and clear instructions.
4. Promote standardization and consolidation of forms.
5. Promote the use of technology to facilitate the creation, distribution, and use of forms.
6. Promote the use of common definitions of information contained in forms.

G. Policy

1. It is OIG DoD policy that the OIG DoD Forms Management Program be administered in accordance with the policies and procedures specified in references a, b, and c, including all applicable DoD policies and federal regulations cited in the references.

2. All matters concerning the OIG DoD Forms Management Program shall be coordinated through the OIG DoD Forms Management Office.

3. All necessary forms, together with related procedures and work methods, will be simplified, standardized, and improved to better serve the OIG DoD and its mission.

4. Efficient and economical procedures and work methods will be followed in the creation, production or procurement, storage, issuance, use, and disposition of forms.

5. Maximum use will be made of Standard Forms (SF), Optional Forms (OF), and DoD Forms (DD) in lieu of designing similar forms.

H. Responsibilities

1. The **Inspector General of the DoD** is responsible for establishing agency-wide forms management policies and procedures to comply with references a, b, and c.

2. The **Director, Office of Administration and Information Management (OA&IM)**, shall be responsible for overall management and administration of the OIG DoD Forms Management Program.

3. The **Director, Administrative Logistics and Services Directorate (ALSD), OA&IM**, shall:

a. Designate a single point of contact (OIG DoD Forms Manager) to coordinate on matters concerning DoD forms management policy and operations.

b. Ensure compliance with forms management policy and procedures in references a, b, and c.

c. Direct the coordination and implementation of the OIG DoD Forms Management Program.

d. Ensure internal controls are established and reported on for the OIG DoD Forms Management Program.

4. The **OIG DoD Forms Manager** shall:

a. Operate and implement the Forms Management Program and manage the SF, OF, and DD programs within the OIG DoD in compliance with references a, b, and c.

b. Act as liaison between the OIG DoD and the Washington Headquarters Services (WHS) and all agencies who contact the OIG DoD regarding forms management matters.

c. Provide guidance, assistance, and training to OIG component users on all forms matters.

d. Establish internal procedures for creating, revising, distributing, and canceling OIG DoD forms.

- e. Review and approve or disapprove all requests to create, revise, cancel, or obtain exceptions to OIG DoD forms, including the creation and use of all electronic versions of OIG DoD forms.
- f. Properly identify OIG DoD forms by form number and edition date.
- g. Review active OIG DoD forms for continued need and conformity to policy and procedures.
- h. Eliminate duplicate OIG DoD forms.
- i. Raise OIG DoD forms to the highest level of forms designation.
- j. Incorporate General Services Administration (GSA) and DoD design guidelines into OIG DoD forms, as required.
- k. Ensure each form subject to a Congressional Act or a management information requirement (e.g., Privacy Act of 1974) has been coordinated and approved by the proper authority.
- l. Maintain an accurate inventory of all current OIG DoD forms.
- m. Maintain necessary management information, reference material, and historical records for OIG DoD forms.
- n. Conduct studies, surveys, and periodic reviews to ensure proper operation and control of the OIG DoD Forms Management Program and report them to higher authority, as required.
- o. Publish and keep current an annual Index of OIG DoD Forms.
- p. Establish and maintain a source of supply of all forms used by the OIG DoD.

5. The **OIG Component Heads** shall:

- a. Appoint one or more primary and alternate Component Forms Management Liaisons (CFMLs) to coordinate forms management issues with the OIG DoD Forms Manager.
- b. Forward the names of CFMLs to the OIG DoD Forms Manager.
- c. Ensure compliance within the component with the policy, procedures, and standards of the OIG DoD Forms Management Program.

6. The **OIG DoD CFMLs** shall:

- a. Coordinate requirements for new and revised forms with the OIG DoD Forms Manager.
- b. Review existing OIG DoD forms within their areas of responsibility to ensure that they are current and essential.
- c. Develop a Privacy Act Statement (PAS) when required.
- d. Establish and coordinate requirements for printing, stocking, distribution, and replenishment of forms with the OIG DoD FMO.
- e. Ensure that only approved forms are used.

f. Make recommendations for the standardization and/or consolidation of forms and elimination of nonessential forms.

g. Perform annual reviews of OIG component-sponsored forms to ensure they are current, essential, and the application of technology and electronic format are used. Report results of the review to the OIG DoD Forms Manager.

7. The **Office of Primary Responsibility (OPR)** shall:

a. Contact the CFML and the OIG DoD Forms Manager for guidance **before** developing a form.

b. Consult with and request the OIG DoD Forms Manager to attend planning sessions for new programs or systems when forms will be used.

c. Ensure forms are prescribed by a publication unless self-explanatory and update as necessary.

d. Coordinate proposed forms with interested and affected offices within the OIG DoD and/or outside agencies.

e. Develop a Privacy Act Statement when required.

f. Prepare and submit a DD Form 67, *Form Processing Action Request* (Figure 1, page 13), to the OIG DoD CFML for each new, revised, or cancelled form.

g. Notify the OIG DoD CFML when a form becomes obsolete and, when applicable, identify replacements for the form.

h. Ensure that forms conform to the proper format, policy, and procedures.

i. Evaluate suggestions pertaining to forms originated by the OIG component.

I. Procedures

1. **Requests for New or Revised Forms.** Use DD Form 67 to request the design of a new form or revise an existing form (to include form letters). The DD Form 67 will be prepared in accordance with the instructions on the reverse side of the form and submitted to the OIG DoD FMO. See Appendix C for details on approval procedures.

2. **Forms Control.** The forms control function enables the OIG DoD Forms Manager to keep track of each form, beginning with its development and continuing to its cancellation.

a. Form Number. The OIG DoD or OIG component form number shall be displayed in the lower left corner, near the left margin, outside the border.

b. The form designation is shown in full capital letters and indicates the scope of the use for the form; i.e., OIG DoD or OIG component. The form designation for forms used OIG wide is "IG." The individual OIG component form designation will be IG-component.

c. All OIG DoD forms will be numbered sequentially as new forms are created. The OIG DoD Forms Manager will coordinate the assignment of a form number with the OPR. The following identifications will be assigned to OIG DoD forms by the OIG DoD Forms Manager:

- (1) IG Form. A form used by more than one OIG component.

Example: IG Form 1
IG Form 2

- (2) OIG Component Form. A form initiated and used by more than one office within a component but not the entire OIG DoD. The following acronyms will be used to control component forms.

Example: IG/AUD Form 3
IG/AUD Form 4
IG/INV Form 1
IG/IPO Form 1
IG/OA&IM
IG/INTEL

- (3) OIG Component Office Form. A form initiated and used within the OIG component by only one office within a Division. Further breakdown below the Division level is prohibited.

Example: IG/OA&IM/ALSD Form 1

- (4) OIG Component Field Office Form. A form initiated and used within an OIG component field office. When more than one field office under the component uses the form, it shall carry an OIG component form number.

Example: IG/INV/WFO Form 1

d. All forms issued within the OIG DoD will be listed in IGDI 5018-2, *Index of Approved Inspector General Forms* (currently under revision).

e. Copies of all OIG DoD forms will be available in the OIG DoD Forms Manager or electronically generated.

f. Requirements for SF, OF, DD, and other government, department or agency forms will be coordinated through the OIG DoD Forms Manager for control.

3. **Forms Analysis and Design.** Guidance in chapter 4 of reference c will serve as the OIG DoD guide for forms analysis, design, and typography. Questions should be directed to the OIG DoD Forms Manager.

4. **Forms Subject to the Privacy Act of 1974.** Forms that will be used to collect personal data from individuals must contain a Privacy Act Statement. The Statement enables the individual to make an informed decision whether to provide the information. Chapters 2 and 4 of reference c provide additional details on the Privacy Act.

a. The OPR identifies the form as subject to the Privacy Act, develops the PAS and coordinates the draft form with the OIG DoD Privacy Act Officer.

b. The OIG DoD Forms Manager ensures:

(1) Each new form contains a PAS, if required, or that a separate or blanket PAS is available.

(2) The PAS is displayed in the following order of precedence:

(a) On the face of the form, preferably below the title.

(b) On the reverse of the form, with the notation on the face of the form below the title, "This form is subject to the Privacy Act of 1974, see reverse."

(c) Attached to the form as a tear-off sheet, with the notation under the title, "This form is subject to the Privacy Act of 1974, see tear-off sheet."

(d) Issued as a separate form bearing the same number as the basic form. Annotation will be placed under the title of the form: "This form is subject to the Privacy Act of 1974, see separate PAS, (IG Form 00(PA))."

(e) Forms used as internal work tools to compile Privacy Act data will display the following statement at the top of the form, "Contains Privacy Act Data, Protect From Disclosure."

5. Forms Subject to the Freedom of Information Act (FOIA) of 1966, 5 U.S.C. 522. This Act establishes policy and guidelines concerning public access to federal records. Agencies are required to identify restricted information, including information contained on forms under the provisions of the Act. Chapter 2 of reference c pertains.

6. Numerical History File and Functional File. The OIG DoD Forms Manager must establish and maintain the following forms files:

a. Numerical File. The numerical file is the history file and is an important tool of the forms manager. It is referred to in processing a revision or a reprint, in conducting periodic reviews of forms, and in evaluating recommendations on the design, construction, and printing of a form. The folders are arranged in numerical sequence, according to the form designation and the number on the folder. The material in each folder should be arranged chronologically, with the most recent date on top. Each folder must contain:

(1) An approved DD Form 67 submitted by the OPR for the form and all revisions.

(2) The latest printing specifications.

(3) A final draft/master or a copy of the current edition of the form showing the OPR's approval.

(4) A copy of each printed edition of the form.

b. Functional File. This file will be maintained by the OIG DoD Forms Manager and will be used as a management and control tool to prevent the creation of new forms that would duplicate existing forms serving the same purpose, reveal unnecessary duplications of information when two or more forms are used in a specific system or procedure; and standardize and revise existing forms and related procedures used for the same function.

7. Suggestions. Send suggestions pertaining to forms through OPR channels for evaluation. The office having primary responsibility for using a higher headquarters form evaluates the suggestion and submits recommendations to the OPR at the initiating headquarters. The OPR prepares the final evaluation concerning forms prescribed by that office. The OPR shall coordinate suggestions with and must send a copy of the final evaluation and suggestion file to the OIG DoD Forms Manager for record purposes. Excluded from suggestion eligibility are those that:

- a. Merely suggest that a form be developed or changed without specific proposals for improvement.
- b. Would entail a study of all forms. Procedures and associated forms are continuously reviewed on an individual basis.
- c. Suggest forms be padded, carbon-interleaved, furnished in a snap out set, or printed on both sides of the paper as a means of saving paper. Suggestions in this category will not be adopted or sent to higher headquarters for consideration. Each time a form is reprinted or revised, a thorough analysis is made to determine whether the form is being printed in the most economical manner considering its intended use.

8. Periodic Forms Review and Program Evaluation

- a. Each form is reviewed annually to determine whether the form still serves its purpose effectively and economically. Originators and users of the form may be consulted to identify problems and to recommend needed changes. This review will be performed by the OIG DoD Forms Manager and documented on IG Form 49, *Report of Form/Form Letter(s) Review* (Figure 2, page 14).
- b. A comprehensive evaluation of the OIG DoD Forms Management Program will be performed at least every 3 years to ensure that it is operating effectively and efficiently. If necessary, an earlier or special review may be conducted. The evaluation will cover the adequacy of program staffing, organizational placement and structure, and forms management practices and procedures. Program evaluation may be conducted by survey and/or staff visits with OIG components.
- c. Results of annual reviews shall be reported to the WHS in accordance with chapter 1 of reference c.

9. Distribution, Stocking, and Replenishment

- a. It is the responsibility of each OIG DoD CFML to establish and maintain a supply of blank forms necessary to meet daily operating needs.
- b. The OPR of a form is responsible for coordinating the printing, stocking, distribution, and electronic storage requirements for replenishment through the CFML with the OIG DoD Forms Manager.
- c. The OIG DoD Forms Manager will maintain at least a 2 to 6 months stock of all blank forms used throughout the OIG DoD. Only paper forms **not** approved for electronic storage/electronic format will be maintained on shelves in the OIG DoD Self Service Supply Room.
- d. Guidelines for the replenishment of blank forms from the supply room are provided in Appendix D.
- e. A form approved for electronic format will be placed onto the electronic forms software server for immediate distribution and use.

10. Overprinting

- a. The printing of names, signatures of individuals, telephone numbers, room numbers or similar data that is subject to change is not authorized. Exceptions may be granted on a case-by-case basis. Requests for exceptions must be justified and supported through cost benefit analysis demonstrating savings.

b. Overprinting on a SF, OF, DD, or any other agency form is not authorized, unless prior approval has been obtained through the OIG DoD Forms Manager.

11. **Form Letters.** The OIG Forms Manager will review all form letters for control, standardization, and consolidation. The numbering system will be the same as used when numbering forms. The abbreviation FL (Form Letter) will be incorporated into the number.

12. **Electronically Generated Forms**

a. Electronically generated forms will be analyzed, designed, and controlled under the OIG DoD Forms Management Program.

b. The OIG DoD Forms Manager will be invited to participate in discussions involving a system application with forms.

c. Forms designed on word processors or microcomputers will be reviewed by the OIG DoD Forms Manager for control and standardization.

13. **Forms Index.** A list by sequential order of all current forms used throughout the OIG DoD will be published and updated periodically (see IGDI 5018-2, *Index of Approved Inspector General Forms*). This publication will be maintained by the OIG DoD Forms Manager. The index of forms will include, as a minimum: the form number, edition date, title, prescribing regulatory publications, unit of issue, and OPR.


14. **Forms Cancellation**

a. The OPR will notify the OIG CFML using DD Form 67 citing any replacements for the form. If the form is prescribed by a publication, include in the remarks section of the DD Form 67 the date the prescribing publication will be cancelled or changed.

b. The CFML will notify the OIG DoD Forms Manager to remove the form from the active section of the OIG DoD Forms Index and from the electronic forms software for placement in the obsolete section.

J. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:


 Joel L. Leson
 Director
 Office of Administration
 and Information Management

4 Attachments - a/s

APPENDIX A DEFINITIONS

With the exception of the following, definitions and terms may be obtained in references a, b, and c:

- a. **Component Forms Management Liaison (CFML).** The person responsible for coordinating forms management requirements of the component with the OIG DoD Forms Manager.
- b. **Department of Defense (DD Form).** A form approved by WHS for use by two or more DoD components.
- c. **Electronic Form.** A form whose image is stored electronically and can be reproduced from computer memory.
- d. **Exceptions.** An approval to change the content, format, or printing specifications, or to create an electronic version of an approved form. Exceptions may apply to all types of forms; i.e., DoD component forms and SF, OF, and DD forms.
- e. **Form.** A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. Forms may be preprinted paper or electronic.
- f. **Format.** A guide, table, or sample that illustrates a predetermined arrangement or layout for presenting information. Most formats are largely narrative in nature and the space needed by respondents to furnish the desired information varies substantially.
- g. **Form Designation.** The alphabetic preface to the form number that identifies the promulgator of the form.
- h. **Office of Primary Responsibility (OPR).** The OIG component (division, branch, or office) responsible for the overall ownership of a specific form and determines the need for and proposes the creation of a form.
- i. **Optional Form (OF).** A form developed for use in two or more federal agencies and approved by GSA for non-mandatory use. The availability of such forms for use is normally announced by the agency that developed and sponsored the form.
- j. **Overprinting.** The printing of pertinent identical entries; e.g., agency name and address, in a captioned area on a form. If overprinting changes the content of the form, it is considered a revision. Overprinting must be approved by the OIG DoD Forms Manager.
- k. **Personal Information.** Information about an individual that is intimate or private to the individual; e.g., home address, date of birth, age, or social security number, as distinguished from information related solely to the individual's official functions or public life.
- l. **Standard Form (SF).** A form prescribed by a federal agency, pursuant to its authority, and approved by GSA for mandatory government-wide use. Such mandatory use is generally set forth in regulations of the promulgating agency.

APPENDIX B

ACRONYMS/ABBREVISIONS/FORMS

ACRONYMS/ABBREVIATIONS

| | |
|-------|-----------------------------------------------------|
| CFML | Component Forms Management Liaison |
| DD | Department of Defense Form |
| DoD | Department of Defense |
| FL | Form Letter |
| FOIA | Freedom of Information Act |
| GSA | General Services Administration |
| OA&IM | Office of Administration and Information Management |
| OF | Optional Form |
| OIG | Office of the Inspector General |
| OPR | Office of Primary Responsibility |
| OSD | Office of the Secretary of Defense |
| PAS | Privacy Act Statement |
| SD | Secretary of Defense Form |
| SF | Standard Form |
| WHS | Washington Headquarters Services |

FORMS

| | |
|-------------|--------------------------------------|
| DD Form 67 | Form Processing Action Request |
| IG Form 49 | Report of Form/Form Letter(s) Review |
| SD Form 474 | Offices Services Request Form |

APPENDIX C

REQUEST FOR APPROVAL OF NEW OR REVISED FORMS

1. **New or Revised Forms.** All forms, new or revised, shall be reviewed by the OIG DoD Forms Manager before use.

2. **Processing a Request**

a. A DD Form 67, *Form Processing Action Request*, (Figure 1, page 13) shall be used for all requests for new or revised forms. Use of the DD Form 67 to document forms processing procedures is mandatory. Instructions for completing the form are on the reverse of the DD Form 67. Questions may be directed to the OIG DoD Forms Manager.

1. The DD Form 67 will be completed by the requesting OPR and signed at the division or equivalent level. Submit a draft of the proposed form, the DD Form 67, and, if applicable, a copy of the implementing directive through the OIG CFML to the OIG DoD Forms Manager.

2. Item 13 of DD Form 67 will include a complete purpose and description of the form; and a statement indicating the reason a SF, OF, DD, or GSA form cannot be used.

3. Forms that impact or are related to other OIG DoD programs or components will be coordinated by the OPR and reflected in items 14 and 15 of the DD Form 67.

b. The OIG DoD Forms Manager shall review the form for compliance and ensure coordination with applicable laws and regulations.

c. If required, the OIG DoD Forms Manager will provide a draft of the new or revised form, pencil sketch or copy of the original artwork, or electronic copy to the OPR for review and approval.

d. After final approval, the OPR and the OIG DoD Forms Manager will discuss stocking and distribution, and coordinate the printing request through appropriate procurement channels.

e. The OIG DoD Forms Manager will retain the original DD Form 67, the form's history, and copies of the electronic design, original artwork, and/or negative.

APPENDIX D REQUISITIONING BLANK FORMS

1. A list of blank forms stocked by the OIG DoD Forms Manager will be forwarded to the CFML for review and annotation of the types and quantities of forms needed to support the component and mission. The annotated list shall be returned to the OIG DoD Forms Manager for preparation and processing of a separate SD Form 474, *OSD Office Services Request Form* (Figure 3, page 15).
2. A separate SD Form 474 will be used for each form to be requisitioned for supporting component programs.
3. To initiate or replenish a form requirement not listed, the CFML will submit to the OIG DoD Forms Manager, via e-mail, a request with justification and an SD 474 will be prepared as stated above. The request will be processed within 24 to 48 hours.
4. After the blank form has been ordered and stocked in the Self-Service Supply Room, it will remain active until no longer required.
5. The CFML will review all component requests for blank forms for standardization and consolidation before submission to the OIG DoD Forms Manager.
6. Keep requirements up to date. Requirements for blank forms must be reviewed with the OIG DoD Forms Manager for adequacy and economy. Never establish or continue a requirement for more copies than needed.
 - a. At least every 6 months re-evaluate component needs.
 - b. Be economy minded and reduce quantities of forms whenever possible.
 - c. Do not let procurement of forms continue unnecessarily. If a form is no longer needed, cancel the requirement.

| | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|
| FORM PROCESSING ACTION REQUEST (Read Instructions in DoD 7750.7-M before completing this form) | | 1. TYPE SUBMISSION (X one) | | 2. FORM DESIGNATION AND NUMBER (Leave blank if a new form) | | 3. DATE OF FORM (Complete only when cancelling a form) | | |
| | | NEW | | OTHER (Specify) | | | | |
| | | REVISION | | | | | | |
| | | CANCELLATION | | | | | | |
| 4. FROM (DoD Component OPR Organization and complete mailing address) | | 5. THRU (DoD Component FMO Organization and complete mailing address) | | 6. TO (Organization and complete mailing address) | | | | |
| 7. FORM TITLE | | | | 8. SUPERSEDED FORMS (If applicable) | | | | |
| | | | | a. FORM NUMBER | | b. EDITION DATE | | |
| | | | | | | c. DISPOSITION (X one) | | |
| | | | | | | (1) USE (2) DO NOT USE | | |
| 9. PRESCRIBING DOCUMENT NUMBER (Attach copy) | | 10. FUNCTIONAL CODE (Leave blank if a new form) | | 11. TYPE OF FORM (X one) | | | | |
| | | | | PRESCRIBED | | | | |
| | | | | ADOPTED | | | | |
| 12. DESIGN CONSIDERATIONS | | | | | | | | |
| a. SUGGESTED SIZE (Width) (Length) | | b. SPECIAL CONSTRUCTION REQUIRED (X one) YES, (If Yes, attach printing specifications) NO | | c. IS FORM CLASSIFIED? (X as applicable) WHEN BLANK? <input type="checkbox"/> NO WHEN FILLED IN? <input type="checkbox"/> | | d. IS FORM CONTROLLED? (X as applicable) SAFEGUARD <input type="checkbox"/> NO SERIALLY NUMBERED <input type="checkbox"/> | | |
| | | | | | | e. IS FORM AUTHORIZED FOR ELECTRONIC GENERATION? (X one) YES <input type="checkbox"/> NO WITH STIPULATIONS <input type="checkbox"/> | | |
| 13. PURPOSE AND DESCRIPTION OF USE (Attach additional sheet, if necessary) | | | | | | | | |
| 14. INTERNAL COORDINATION AND CONCURRENCE | | | | | | | | |
| | | (1) COORDINATOR | | | (2) APPLICABLE (Yes or No) | | (3) REMARKS (Enter Reports Control Number(s) and expiration date(s), if applicable) | |
| | | NAME | | INITIALS | OFFICE SYMBOL | TELEPHONE NUMBER (Include DSN/Area Code) | | |
| a. PRIVACY ACT | | | | | | | | |
| b. POSTAL | | | | | | | | |
| c. DATA ELEMENTS | | | | | | | | |
| d. REPORTS | | | | | | | | |
| INTERAGENCY | | | | | | | | |
| RCS | | | | | | | | |
| OMB | | | | | | | | |
| 15. EXTERNAL COORDINATION AND CONCURRENCE (Not required for SD, DoD Component, or Command forms) | | | | | | | | |
| a. DOD COMPONENT | | b. COORDINATOR | | | | c. ESTIMATED ANNUAL USAGE | | d. IF REVISION, QTY EXISTING FORMS ON HAND |
| | | NAME | | INITIALS | OFFICE SYMBOL | TELEPHONE NUMBER (Include DSN/Area Code) | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO I hereby certify that all of the above coordinations have been completed as indicated. | | | | | | | | |
| 16. DOD COMPONENT OPR AND/OR ACTION OFFICER | | | | | | | | |
| a. TYPED NAME | | b. SIGNATURE | | | | c. TELEPHONE NO. | | |
| | | | | | | | | |
| 17. DOD COMPONENT APPROVING OFFICIAL | | | | 18. DOD COMPONENT AND/OR COMMAND FORMS MANAGEMENT OFFICER | | | | |
| a. SIGNATURE | | b. DATE SIGNED | | a. SIGNATURE | | b. DATE SIGNED | | |
| | | | | | | | | |
| 19. APPROVING FORMS MANAGEMENT OFFICER | | | | | | | | |
| a. TYPED NAME | | b. SIGNATURE | | | | c. DATE SIGNED | | |
| | | | | | | | | |

DD FORM 67, SEP 91 (EG)

Previous editions are obsolete.

PerForm (DLA)

Figure 1. DD Form 67, Form Processing Action Request

| | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------|-----------------------|-------------------------------|--------------------------------------------------------|-----------------------|--|
| REPORT OF FORM / FORM LETTER(S) REVIEW | | | SUSPENSE DATE: | | | | |
| TO: | | FROM: | | | | | |
| TO: | | FROM: | | | | | |
| <p align="center">INSTRUCTIONS</p> <p align="center">A review of form/form letter(s) is being conducted for the purpose of updating, consolidating, improving, or rescinding them when no longer needed.</p> <p align="center">The form/form letter(s) listed below, for which you are the component, are subject to immediate review and action. Sign and return this form to the form/form letter(s) control point.</p> | | | | | | | |
| 1. FORM/FORM LETTER NO. | 2. PRESCRIBING DIRECTIVE | 3. TITLE | 4. DATE | | | | |
| 5. REMARKS: | | | | | | | |
| <table border="1"> <tr> <td>6. DATE: 03 18 2003</td> <td>7. NAME AND TITLE (Official Requesting Review):</td> <td colspan="2">8. SIGNATURE:</td> </tr> </table> | | | | 6. DATE: 03 18 2003 | 7. NAME AND TITLE (Official Requesting Review): | 8. SIGNATURE: | |
| 6. DATE: 03 18 2003 | 7. NAME AND TITLE (Official Requesting Review): | 8. SIGNATURE: | | | | | |
| 9. STATUS OF FORM/FORM LETTER(s) (Check applicable boxes) | | | | | | | |
| A. PRESCRIBED FORM/FORM LETTER(S) ARE CURRENT AND ESSENTIAL | | | | | | | |
| B. PRESCRIBED FORM/FORM LETTER(S) REQUIRE(S) REVISION (List form/form letter(s)) | | | | | | | |
| C. FORM/FORM LETTER(S) ARE CURRENT BUT PRESCRIBING DIRECTIVE HAS CHANGED (Specify new directive in Item #10, below) | | | | | | | |
| D. FORM/FORM LETTER(S) ARE UNNECESSARY (List form/form letter(s)) | | | | | | | |
| 10. REMARKS: | | | | | | | |
| <table border="1"> <tr> <td>11. DATE:</td> <td>12. NAME AND TITLE (Authorized Reviewer):</td> <td colspan="2">13. SIGNATURE:</td> </tr> </table> | | | | 11. DATE: | 12. NAME AND TITLE (Authorized Reviewer): | 13. SIGNATURE: | |
| 11. DATE: | 12. NAME AND TITLE (Authorized Reviewer): | 13. SIGNATURE: | | | | | |

IG Form 49 February 1988 (IGDM 5018.1)

Figure 2. IG Form 49, Report of Form/Form Letter(s) Review

| OSD OFFICE SERVICES REQUEST FORM | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| REQUEST FOR <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> SUPPLIES <input type="checkbox"/> TELEPHONE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> MOVE <input type="checkbox"/> OTHER | | | |
| ACTIVITY | ROOM NO. | DATE 4 Feb 03 | LOG NUMBER |
| TYPED NAME OF REQUESTING OFFICIAL | TELEPHONE NUMBER | TYPED NAME OF ADMINISTRATIVE OFFICER | |
| SIGNATURE OF REQUESTING OFFICIAL | | SIGNATURE OF ADMINISTRATIVE OFFICER | |
| THE FOLLOWING SERVICES ARE REQUESTED. ACCOMPLISHMENT IS CONSIDERED NECESSARY AND IN THE BEST INTEREST OF THE GOVERNMENT (Describe in detail. Attach additional information as necessary). | | | |
| | | | |
| JUSTIFICATION (Use Reverse side, if necessary). | | | |
| | | | |
| NAME, ORGANIZATION AND TELEPHONE NUMBER OF PERSON TO CALL FOR ADDITIONAL INFORMATION | | DATE ITEM and/or SERVICE IS REQUIRED | DELIVERY POINT |
| TO: | | | |
| ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> RETURNED FOR <input type="checkbox"/> DISAPPROVED (See Remarks) | | ESTIMATED COST | DATE |
| | | JOB ORDER NUMBER | ESTIMATED COMPLETION DATE |
| REMARKS | | <input type="checkbox"/> SIGNATURE BY ADMIN. OFFICER <input type="checkbox"/> INSUFFICIENT FUNDS <input type="checkbox"/> ADDITIONAL INFORMATION <input type="checkbox"/> NOT AUTHORIZED BELOW D/ASD <input type="checkbox"/> UNBUDGETED ITEM <input type="checkbox"/> NOT A STOCKED ITEM | |
| | | _____ SIGNATURE OF | |

SD Form 474, JUN 76

ELECTRONIC FORM EXCEPTION APPROVED BY WHS/DIOR, MAY 1990

Figure 3. SD Form 474, OSD Office Services Request Form